

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040077-9

REPORTS INVENTORY

CONTROL NO.

DDP - 142

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

QUARTERLY OPERATIONAL REPORT

2. TYPE
OF
REPORT

STATISTICAL

X NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

Production

4. NO. OF COPIES PREPARED

9

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/FE & C/TSD

10. PREPARING COMPONENT (include lowest level
contributing information to report)

TSD

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$260.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$260.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by FE Division from overseas installations. Authority given
FE for this from DDP.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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